

## **CLINTON/JACKSON ECI BOARD MEETING**

**September 24, 2012**

**DeWitt, Iowa**

Board Members Present: Jack Willey, Pat Hendrickson, Linda Hledik, Dr. Jessica Ihns, Brenda Kunau, Brian Bopes, Daniel Srp, Lynn Bell and Jenny Kreiter, Coordinator.

Board Members Excused: Karen Breitbach, Rev. Lynn Thiede, Lori Frick, Jill Davisson

Guests: Roger Pavey, Executive Director, Community Action of Eastern Iowa/CCR&R, Tricia Shannon, Head Start/Early Head Start Director, Community Action of Eastern Iowa, Sheila Busch – LSI, NPP & Parent Ed., Cindy Heck, Child Care Consultant, CCR&R.

Quorum having been established, Jack Willey called the meeting to order at 4:03PM.

Introductions: The Board Members and the guests introduced themselves.

Review of 8-27-12 Board Meeting Minutes and Review of 9-10-12 Executive Committee Meeting Minutes: The Board Members reviewed the minutes as presented. Mrs. Linda Hledik moved to accept the 8-27-12 Board Meeting Minutes and the 9-10-12 Executive Committee Minutes as printed. Mr. Brian Bopes seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried. A copy is attached to these minutes.

Financial Report - FY13 budget: Jenny presented the Board Members with our FY13 financial report. Jenny asked for feedback regarding the format of the report and the information it provided. Mr. Dan Srp and Mrs. Linda Hledik reported that they liked the “new view” of the budget continuing to provide up to date expenditure information while enhancing program expenditure report under each funding carve out. Mr. Dan Srp requested that the percent expended be placed on the report for review on a monthly basis. Mrs. Lynn Bell moved to accept the FY12 budget report as printed. Mr. Dan Srp seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried a copy is attached to these minutes.

ECI Area Directors Meeting Agenda 9-12-12: Jenny presented the Board Members with agenda for review and asked if they had any questions. Mrs. Pat Hendrickson asked about agenda item LOE and what the other Coordinator’s reported about their experience. Jenny said three coordinator’s spoke and each had a different perspective on the process. Shanell Wagler reported that she had talked with Director Palmer about the LOE process and comments made by Local ECI Area Board Members, ECI State Board Members and others who attended the June 1<sup>st</sup> meeting regarding the review being strength based. Shanell reported that the process would stay the same in fairness to those areas that went through the LOE process last year (2012). Mr. Jack Willey said this was not an action item but an update or acknowledgement of the Coordinator’s attendance at this meeting and acknowledgment by the Board of the meetings content.

Clinton Head Start extended day and Early Head Start Presentation: Mr. Roger Pavey, Executive Director, Community Action of Eastern Iowa/CCR&R and Ms. Tricia Shannon, Head Start/Early Head Start Director, Community Action of Eastern Iowa provided the presentation to the Board Members. Roger and Tricia had prepared two hand outs with information which they gave the Board Members. Hand out #1 was a prepared list of anticipated questions and answers that the Board might have regarding both the Head Start extended day program and the Early Head Start program. The #2 hand out was a form titled “Head Start (0-5), ELIGIBILITY PRIORITY CRITERIA”. The Board Members had received in their Board Packets a copy of the two proposals and a data sheet prepared by the Coordinator. Copies of these items

are attached to these minutes. Mr. Pavey provided specific information about the landscape of the Head Start Program in Clinton County. His agency does not provide Head Start services in Jackson County. Head Start is only being provided in the City of Clinton. The Head Start in DeWitt was closed this past school year as they could not maintain required enrollment numbers. Roger attributes this to the Voluntary Four Year Old Preschool Program and the Head Start transportation requirements. He provided information about funding the extended day Head Start Program and the benefits this provides children and families. He explained the financial impact ECI funds have on this program and invited the Board to have one of our meetings at the Head Start site. Roger is very excited about a new reporting tool which measures the quality of the experience of the child not "how good" an agency is. This tool will be used to submit color coded reports to the Board which will show Head Start Classrooms strength and weaknesses. It also provides a way to evaluate a weakness and send in a team of professional to address that deficit and make real changes which will directly, positively, impact the child's experience in the program. Head Start in the City of Clinton has worked with Clinton CSD and recently made changes to including length of day, sharing information to see which preschool (Head Start or Voluntary Four Year Old Program funded program) program best supports this child and family. A preschool age child can sign up for preschool at the school or Head Start but the two have an open line of communication to provide for best programming options and not duplicate services. Roger explained briefly the Federal funding Head Start receives teacher pay and potential sequestration that might occur in January. Roger and his staff will make every effort to not disrupt the current Head Start Program at the same level regardless of funding until the end of the FY13 school year.

Roger and Tricia talked about the Early Head Start Program. This program received stimulus funding but now that funding is gone and ECI funding is imperative to maintaining the service. They feel strongly about the center based model. A brief discussion was held explaining the home based model. This program has a wait list and Roger discussed future plans to open an Early Head Start Program in the DeWitt area and what this would involve. A high priority strategic goal would be to convert slots to support this programs expansion. Roger mentioned that Senator Harkin championed these efforts and he believes his agency would have support in pursuing this action.

Roger and Tricia talked about the need for 3 year olds to have access to Head Start Program. They also acknowledged the transportation barriers that exist. Roger and Tricia confirmed several times throughout the presentation that they are committed to looking at Early Head Start/Head Start programming options outside the City of Clinton.

- Mrs. Lynn Bell asked a question and provided information about Federal funding to the Head Start Program. She also has concerns that the Home Based Head Start Program which provides 1.5 hours of service a week is not enough preschool education for children.
- Dr. Jessica Ihns asked in-depth questions about the evaluators who are evaluating the Head Start site and their training level and fidelity of the training model. She also asked questions about engaging day care homes and centers in the home based Head Start Program with a specific look at the small towns in Clinton County. Roger, Cindy Heck and Board Members talked about QRS (Quality Rating System) and why providers are not participating and the impact this has on home visit Head Start model.
- Mrs. Pat Hendrickson asked if the "class tool" was a national tool and understood that some programs would not be willing to share the information like Roger is as it shows both strengths and deficits. She also asked specific questions about how the Voluntary Four Year Old Preschool Program works together with the Head Start Program. She asked what changes were made by Clinton Community School District in FY13 as compared to FY12. Pat asked why Roger chose not to participate in the MIECHV project in Clinton County? Roger, Sheila Busch and the Board Members discussed this issue in regards to home visitation program, program requirements and current focus of Head Start in Clinton County.
- Mr. Jack Willey expressed his concern that the Head Start Program is not serving or is "ignoring" the needs of children and families who do not live in the City of Clinton. He asked Roger and Tricia questions about home based Head Start Programs and the level of consideration that has been given to providing that service in Clinton County. Jack provided information about Jackson County Head Start and the transportation issue. He is very concerned about access for all children and asked Roger and his staff to keep this a priority for future planning.

- Mrs. Brenda Kunau asked how long it would take Roger and his staff to get the home based model up and running. Roger explained it would be at least another school year and talked about the process.
- Mr. Dan Srp provided perspectives on redirecting resources to address need for certain programs (ie Head Start, Early Head Start, Voluntary Four Year Old Preschool, Center Based vs. Home Visitation Head Start Programming). He also spoke of the importance of informing parents about the advantages of having their children in care in a home or center that has a QRS rating.

Together we will be looking at these items in the Spring of 2013:

1. Community Action of Eastern Iowa pursuing an application to convert slots which would increase access to programming to all children, prenatal – 5 years old, in Clinton County.
2. Brainstorm ways to better serve all children who live in Clinton County through Head Start Programming.
3. Ways to minimize negative perception of QRS such as informing parents of the benefits of having their children in care at home or center with a QRS rating.

The Board Members thanked Roger and Tricia for their presentation and data information. Mr. Jack Willey informed the Board Members that it was time to take action on issue the Head Start extended day program contract and the Early Head Start Program contract. Jenny asked the Board to look at the data sheet which provides FY13 budget contract amounts, FY12 and FY11 data. Mrs. Lynn Bell asked for clarification on why the FY13 contract amount is less than the FY12 contract amount. The Board Members reviewed our approved FY13 budget and FY13 allocation with FY12 carry forward funds it was decided that they would look at funding for both programs mid fiscal year to evaluate program need and expenditures. Mr. Dan Srp expressed his expectation that Mr. Roger Pavey and his staff will continue to investigate and prepare to expand Head Start services to Clinton County. The Board Members, Mr. Roger Pavey and Ms. Tricia Shannon agreed that many more children should be able to access services. Mr. Dan Srp moved to issue the Head Start expanded day contract in the amount of \$22,920.65 and issue the Early Head Start Program contract in the amount of \$4,300.24. Mrs. Brenda Kunau seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried. A copy is attached to these minutes.

New Business: Jenny asked the Board Members who had not done so already to sign and turn in their Conflict of Interest forms for FY13. She also pointed out that section 3 of their folder held the FY13 approved EC and SR budgets; section 4 held the FY12 Annual Report and section 7 held the FY12 Executive Summary. She also brought attention to the FY12 Summary of Programs document which holds annual report data information. A number of Board Members thanked Jenny for this document. Jenny thanked Mrs. Brenda Kunau for meeting with her monthly and reviewing Board Member packet information and providing feedback as to how to provide the information in a “user” friendly way. There being no further business Mr. Jack Willey called for a vote to adjourn the meeting at 5:18pm. All those present voted in favor of the motion. Motion carried.

Respectfully submitted by:  
Jenny Kreiter, Coordinator